

## Search Techniques and Scenarios

### Use the Keyword search to locate items in the catalog...

The Keyword Search functionality has been enhanced to improve performance. In addition, many of the Advanced Search capabilities are available through Keyword Search. You can now use the Keyword Search to search by Manufacturer Part Number, Contract ID, Manufacturer Name, Supplier Name, in addition to Supplier Part Number and Description.

This page provides examples of how to utilize some of the new features and tools to locate items in NC E-Procurement @ Your Service more efficiently. The scenarios below demonstrate how to use the following:

- New Keyword Search functionality to define specific search criteria
- Term Contract Status link to refine your search
- NC E-Procurement @ Your Service Term Contract Search tool to refine your search

You can practice these search techniques using your own NC E-Procurement ID and password, without creating a real requisition. Login to NC E-Procurement @ Your Service and click the “Catalog” link located in the Shortcut menu on the left side of the screen.

#### Search using a description with a supplier name

**Scenario:** You are trying to order Sanding Disks. You know that Grainger is the supplier, but are uncertain as to the exact specifications of the disks.

##### Step 1: Search

Type “Sanding Disk Grainger” in the keyword search field. Click the “Search” button. The search result displays a number of matching items.

##### Step 2: Refine your search

Add specifics on the description, “36 Grit Sanding Disk Grainger”. The search results display a fewer amount of items – all matching the search criteria.

#### Search using a description and contract ID without a supplier name

**Scenario:** You are trying to order Storage Cabinets. You also know that the items are found on contract 445A.

##### Step 1: Search

Type “Storage Cabinet 445A” in the keyword search field. Click the search button. Storage Cabinets from contract 445A are displayed.

##### Step 2: Refine your search

Add detail to the keyword search field, such as “Steel Side Storage Cabinet 445A”. Click on the “Search” button. The search results displays the item.

**Search using a description without a supplier name**

**Scenario:** You are trying to order 30x60 Rectangular Plastic Tables. You are not looking for a specific supplier.

**Step 1: Search**

Type "Plastic Table" in the keyword search field. Click the "Search" button. The search results display all Plastic Tables on contract.

**Step 2: Refine your search**


Add additional specifics on the description "Rectangular Plastic Table". The search results in fewer items displayed. Notice that tables are described using dimensions.

**Step 3: Refine your search**

Using the desired dimensions, add additional specifics on the description, "30x60 Rectangular Plastic Table".

NOTE: For specifications such as measurements, differences between search criteria and the catalog data (e.g. "30x60" versus "30 x 60") can affect the search results. If you do not get the desired results, try entering the specifications with or without spaces.

**Step 4: Review your results, view the item**

Review the search results. The tables matching your dimension criteria are displayed. Click on the  icon to view a picture of the table.

**Search using a Contract ID**

**Scenario:** You are trying to order a 27" TV Monitor. You know that the contract ID for the Television/Video Equipment contract is 840A.

**Step 1: Search**

Type "840A" in the keyword search field. Click the "Search" button. The search results display all items matching your criteria.

**Step 2: Refine your search**

Add an item description to the keyword search field, such as the size of the monitor— " 840A 27". Click the "Search" button. The search results display the matching items.

-OR-

Add both manufacturer and an item description – "840A 27 Philips". Click the "Search" button. The search results display the matching items.

**Search using a  
Manufacturer Part  
Number**

**Scenario:** You are trying to order truck tire tubes. You know a part number but are not certain whether it is the manufacturer or supplier part number.

**Step 1: Search**

Type "135371003" in the keyword search field. Click the "Search" button. The search results display items matching the search criteria.

**Step 2: Review Results**

Review the search results. Tire tubes are displayed with the matching Supplier Part Number.

**Search using a  
description and the  
Term Contract  
Search tool to  
refine a search with  
over 500 results**

**Scenario:** You are trying to order an air filter. You do not know supplier, the term contract number, supplier, or any part numbers for the item. The product description you have does not sufficiently limit the search results.

**Step 1: Search**

Type "air filter" in the keyword search field. Click the "Search" button. A message displays indicating that there are more than 500 results for your search.

**Step 2: Refine your Search using the Term Contract Status**

Click the "Term Contract Status" link, located in the toggle tips at the top of the catalog screen. The Term Contract Status screen displays in a new browser window.

**Step 3:** Scroll through the list of term contracts to look for the filters contract. The term contract number for air filters is 031B.

**Step 4: Search**

On NC E-Procurement @ Your Service type "031B" in the keyword field. Click the "Search" button. A message displays indicating that there are more than 500 results for your search.

**Step 5: Refine your search using the NC E-Procurement @ Your Service Term Contract Search tool**

Click the "Term Contract Search" link on the message. A new browser window opens containing the NC E-Procurement @ Your Service Term Contract Search tool. From the "Select a Contract" drop down menu, select contract "031B". Click the "Search" button. Select the desired supplier, Purolator, from the Browse Term Contract Items tool. Next, select the air filter commodity code. Hundreds of items are displayed.

**Step 6:** Sort your search results by price by clicking on the "Sort by" drop-down menu and clicking the "Resort" button. Scroll through the search results and locate the air filter you would like to purchase.

**Step 7:** Copy the supplier part number (F312-2) and paste it into the Keyword search field on NC E-Procurement @ Your Service. The search results display the item matching your criteria.

**Search using  
Description and a  
Bundle ID**

**Scenario:** You are trying to order a Chancellor Plastic Chair . You know the description for the chair but do not know the associated bundle ID.

**Step 1: Search**

Type “Chancellor Plastic Chair” in the keyword search field. Click the “Search” button. The search result displays the chairs and their associated base item bundle IDs.

**Step 2: Select the base item and bundle ID**

Find the 13-1/2” chair and locate the bundle ID. Copy the Bundle ID (H103) from the base item. Click the Advanced link. The Advanced Search screen displays. Paste the bundle ID number into the Bundle ID field. Click the “Search” button. The result displays all of the items with a matching bundle ID.

**Step 3: Select the Optional Item**

Select the optional item “Black Powder Coat Finish” from the result set as a bundle with the base item (Chancellor Plastic Chair).

**Remember to...**

- **Define your search criteria with as much information as you know for the item.**

The Keyword Search field can now search on any combination of the following items: Manufacturer Part #, Supplier Part #, Contract ID, Manufacturer, Supplier, and Description.

- **Use the resources available to locate additional search criteria:**

Additional resources such as Term Contract Status, the NC E-Procurement @ Your Service Contract Search Tool, Registered Vendors, and Vendors registered for eQuote are available on the NC E-Procurement @ Your Service website. To access this website, go to [ncgov.com](http://ncgov.com) and click on the icon for NC E-Procurement @ Your Service under the “Featured Items” section on the lefthand side of the page.